

~~CONFIDENTIAL~~

7 October 1954

MEMORANDUM FOR: Chief, FI/Admin

VIA : Chief, FI/RQM *df*

SUBJECT : Reclassification of OIS Position

1. We request that RQM/OIS position BV-180, 0301.26-4 (Clerk-typist) be upgraded from a GS-4 to a GS-5. The main duty of the incumbent is to select from our Associated Press and FBIS teletype machines current items for immediate delivery to DDP and CFI on a regular basis, and to other staffs and area divisions in response to their specific requests for timely coverage of various foreign and domestic developments. Performance of this duty requires a familiarity with day-to-day international political developments plus a good knowledge of the interests of the Clandestine Services in current affairs. To service DDP's needs employee must exercise independent judgment and do the job with a minimum of supervision.

2. We will be glad to discuss with a classification officer in more detail the duties and qualifications involved in this job. As this position will probably be vacant within two weeks, it is essential that we have a qualified person to provide the watch duty services needed by DDP and other CS offices. It would be appreciated, therefore, if immediate action could be taken on this request for upgrading to enable us to recruit someone against a GS-5 slot.

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f Chief, RQM/OIS

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